Apprenticeship Training Division

FAST FACTS - Fiscal Year 2001-2002

- Since 1937, approximately 52 000 Certificates of Qualification issued
- 37% increase in active apprentices since 1998
- 37% increase in annual registrations since 1998
- 33% increase in Certificates of Qualifications issued since 1998

- 53 designated trades
- 4586 active apprentices
- Over 3000 employers participate in the Apprenticeship Program
- 30 employers have 10 or more registered apprentices
- 14 Joint Registration Agreements are in effect

- 640 Certificates of Qualification issued
- 599 Interprovincial Red Seals issued
- 1553 Certificates of Qualification renewed in compulsory certified trades

- 1126 new apprentices and improvers registered
- Average age of new apprentices is 27.5 years
- Average age of improvers is 40 years
- 80% of new registrants completed post-secondary education programs
- Essential skills assessment is now part of apprenticeship registration process

- Practical training provided on-the-job (85%), technical training (15%)
- 1816 apprentices received technical training
- 491 sections of in-class training offered
- Training in most programs available in-class or via the Internet

- 396 applications for certification received from trade qualifiers
- 350 trade qualifier applications processed

- 1373 examinations administered
- 849 certification examinations written - 66% pass rate
- Apprentices wrote 491 certification examinations - 72% pass rate
- Trade qualifiers wrote 358 certification examinations - 56% pass rate
- 457 progress examinations written - 71% pass rate
- Apprentices wrote 280 progress examinations with a pass rate of 77%
- Non-apprentices wrote 177 progress examinations with a pass rate of 63%
- 67 practical examinations administered - 93% pass rate

Department of Education

103-06152/

Apprenticeship
Training Division

Annual Report

April 1, 2001
March 31, 2002

NOVA SCOTIA
Department of Education

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The 2001 – 2002 Apprenticeship Training Division Annual Report is available on the website at:
http://www.apprenticeship.ednet.ns.ca

Introduction

Message from the Director

During times of positive economic outlook, the Nova Scotia Apprenticeship Program grows to supply the skills needs of Nova Scotia employers. With 1126 new registrations to the Apprenticeship Program in 2001-2002, Nova Scotia businesses and employers have shown their commitment to apprenticeship training. The requirements for technical training have increased, and business and labour insist on the highest quality training to address traditional skills needs as well as the latest innovations in technology. These demands create additional strain on the Apprenticeship Program and its training partners.

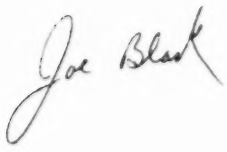
Nova Scotia Community College and University College of Cape Breton are the two public institutions that deliver apprenticeship training. The commitment of these institutions to deliver quality training provides Nova Scotia with better trained and more capable tradespeople.

The involvement of business and labour in the development of occupational analyses, training standards, and examination items ensures that the Apprenticeship Program is industry driven and, at the same time, responsive to industry's needs.

Government's role is to administer the Apprenticeship Program and to monitor appropriate technical training and practical experiences at work sites. The tireless dedication of support staff to maintain client records and the commitment of field personnel to ensure that apprentices progress through the system in a timely manner make the system work better. With work loads of approximately 400 client files, Industrial Training and Certification Officers must carefully balance their responsibilities.

The Apprenticeship Program is all about flexibility, access, and inclusion. Many improvements in the program have been implemented to benefit the apprentice and the employer. The latest addition is the Essential Skills Initiative, designed to assess the client's opportunities for success through a personal interview and an individualized learning program. The goal is to ensure that those who start an apprenticeship program will successfully complete the program in a timely fashion.

Through the cooperative efforts of business, labour, training institutions, and government, Nova Scotia will continue to train and certify quality tradespeople who will secure employment opportunities and be productive members of Nova Scotia's work force.



Director
Apprenticeship and Trades Qualifications

Apprenticeship Explained

Apprenticeship is a method of learning in which trade experts (journeypersons) pass on knowledge and skills to learners (apprentices) in a workplace setting. It is an effective form of training that is widely supported and used around the world to address the needs of employers in many industries. Apprenticeship is predominantly based in the workplace, with more than 85 percent of training taking place on the job. As a means of preparing people for a wide variety of occupations, the apprenticeship system has clear advantages over exclusively classroom-based skills training. For example, because apprentices are employed as workers, their training helps them develop the skills actually required in existing or emerging jobs in real workplaces. Apprenticeship training helps people acquire relevant skills that will help them find and keep secure, well-paying jobs.

The training standards in apprenticeship programs are recommended by employer and employee representatives and form the basis for certification process at the completion of an apprenticeship. Apprenticeship graduates are highly employable and mobile in the labour market because employers know exactly what skills a certified worker has to offer.

Apprenticeship is a key element in Nova Scotia's training system. By helping to build a skilled labour force, apprenticeship training enables the province to attract the investment it needs for economic growth and job creation. The continuing availability of high quality training is an essential part of a strategy to make Nova Scotia an attractive place for businesses to invest in, and to enable Nova Scotia's businesses to be competitive in domestic and world markets. From a public perspective, apprenticeship training is very cost-effective. Employers, while covering most of the costs of training, have productive employees in the workplace instead of away at school for long periods of time – workers earning wages while they learn.

Apprenticeship training starts with a contract signed by three parties: the individual employer, the apprentice, and the province. The contract sets out the employer's agreement to provide on-the-job training to a standard recommended by industry representatives, and the apprentice's agreement to work for the employer, receive on the job training, and attend technical training when notified to do so. The signature on behalf of the Nova Scotia government verifies the employer is able to provide quality training and the apprentice's working conditions meet requirements set out in the regulations.

The technical component of training comprises approximately 15 per cent of total apprenticeship training, and is purchased by the province. Apprenticeship technical training is available in approximately 25 trades. About 95 per cent of technical training takes place at Nova Scotia Community College and the University College of Cape Breton. Technical training is also available over the Internet through the Virtual Campus of the Nova Scotia Community College. In 2001–2002, approximately 1800 apprentices participated in technical training.

Training Standards

The apprenticeship system is based on province-wide training standards. Standards provide the mechanism to match the training to the needs of industry. They take the form of detailed training outcomes – or "competencies" – and form the basis for technical training curricula and skill-based examinations leading to the certification of skilled journeypersons. Training standards are also used to assess prior learning and experience for clients who are able to document employment experiences equivalent to the apprenticeship program. Province-wide standards ensure employers that journeypersons and apprentices are able to perform work in their trades to standards that are clear, measurable, and comprehensive. The economy as a whole benefits because skilled tradespersons have the mobility to respond to shifting labour market demands.

Standards for apprentices extend beyond Nova Scotia's borders through the Interprovincial Standards (Red Seal) Program. Provinces have agreed to expand the Red Seal Program and other initiatives to further the mobility of skilled workers.

Administration and Client Services

The province supports the administration of the apprenticeship program through a network of four offices across the province. At present, Nova Scotia apprenticeship field staff have an average caseload of 400 apprentices each. Their time and energies are consumed by such tasks as contract registration, class scheduling, apprentice follow-ups, and dispute resolution. They have little time for much-needed program enhancement or program development activities. The network provides a variety of client services. These include:

Employer-centred services - e.g., assessing employer training needs, recommending appropriate training programs, developing training plans, and helping to implement training programs;

Administrative services - e.g., registering apprentice contracts, delivering examinations, scheduling and following up on the technical component of programs, providing assessment of qualifications, and processing renewal applications for journeypersons who hold certificates of qualification;

Program-enhancement services - e.g., promoting and marketing apprenticeship programs, monitoring on-the-job training, and acting as a third-party advocate for clients, including providing individual counselling.

Through the *Apprenticeship and Trades Qualifications Act*, the Minister of Education delegates authority for administration of the system to the Director of Apprenticeship. As the Minister's designate, the Director has the authority to sign and issue certificates of qualification and certificates of apprenticeship, and approve training programs and delivery agents.

Funding

The Nova Scotia government funds the overall management of the Apprenticeship Program which includes the combined cost of administering the system and developing training standards (about $1.7 million annually). The province also funds the purchase of technical training (approximately $2.2 million in 2001 - 2002) and collects about $75,000.00 in examination and certificate renewal fees.

Apprenticeship Training Division

Vision, Mission, and Mandate

The Apprenticeship Training Division, through a strategic planning process in the Fall of 2000, developed a four-year Business Plan. During the planning process, the Division articulated a vision and a mission for the Apprenticeship Program. The mandate of the Division was revised to reflect current realities. The Apprenticeship Training Division's goals, guiding principles, and strategies support a client centered approach to training and certification, and are designed to create a training program that is accessible, current, flexible, relevant and valued by Nova Scotians.

Vision - a dynamic training and certification system that enhances Nova Scotia's economic development opportunities through Apprenticeship training and certification opportunities.

Mission - to provide quality, accessible Apprenticeship training that contributes to the development of a skilled workforce and meets the needs of Nova Scotia businesses.

Mandate - manage the Nova Scotia Apprenticeship Program and provide leadership in standards development to ensure that standards for both technical and skills training are of the highest quality, and are current and relevant to the needs of Nova Scotia employers and trades people.

Statutory Authority

The Statutory Authority for the Nova Scotia Apprenticeship Program is the *Apprenticeship and Trades Qualifications Act*, 1989. The Act can be found on the World Wide Web.

http://www.gov.ns.ca/legi/legc/statutes/apprenti.htm

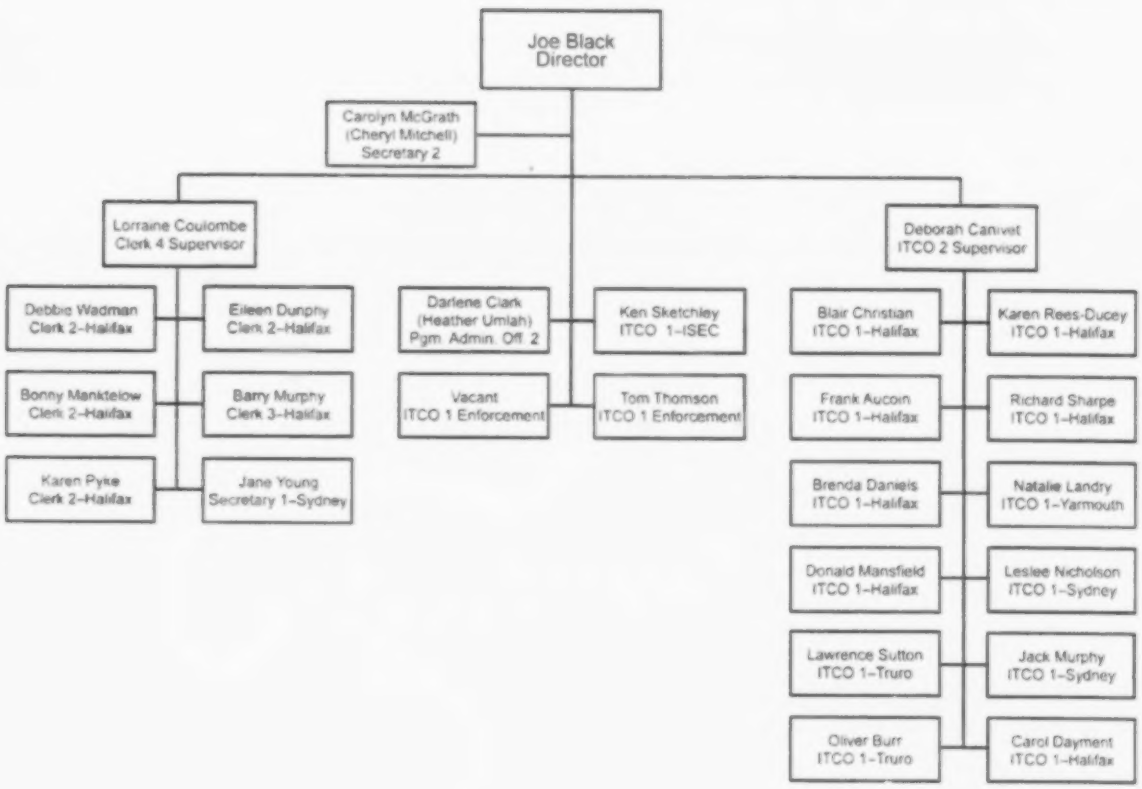
Division Description

The Apprenticeship Training Division is responsible for administering the *Apprenticeship and Trades Qualifications Act* and attendant regulations and promoting compliance with the Act through educational awareness. The Division develops and administers standards of training and assessment, including examinations that assess the quality of work site and technical training programs leading to certification in designated trades.

APPRENTICESHIP TRAINING DIVISION

Organizational Structure

June 1, 2002



Financial Highlights

The table below provides financial information in summary form for the 2001–2002 fiscal year.

FISCAL YEAR 2001–2002	
Expenditures	**Dollars**
Salaries	$1,253,904.00
Operating	$520,385.00
Training Costs	$2,268,274.00
Recoveries (Examination and Renewal Fees)	$(75,263.00)
TOTAL	**$3,967,300.00**

Overview of Apprenticeship Activities

OVERVIEW OF APPRENTICESHIP ACTIVITIES 2001–2002	
Description	**Total**
Active Apprentices	4586
Active Employers	3120
New Registrations	1126
Cancellation of Apprenticeship Agreements	296
Certificates of Qualification Issued	640
Certificate Renewals	1553
Clients Scheduled for Technical Training	1816
Completions (Graduates) of the Program	342
Examinations Written	1373
Interprovincial Red Seals Issued	599
Reinstatement of Apprenticeship Agreements	13
Section 19 Applications Received	396
Section 19 Applications Processed	350

Major Activities/Responsibilities of the Division

- Administers 53 designated trades.
- Registers in excess of 1100 apprentices per year.
- Maintains records for approximately 4500 active apprentices.
- Maintains contact with 4500 active apprentices and approximately 3000 employers for the purposes of developing Training Plans and monitoring progress through the Provincial Apprenticeship Program.
- Maintains records of approximately 1500 trade qualifiers.
- Facilitates certification process for long time-trades practitioners.
- Maintains the Apprenticeship Certification and Information System (ACIS) for tracking of apprentices and journeypersons.
- Participates in the continued development and maintenance of the Apprenticeship Certification and Information System (ACIS). This initiative is a partnership between the Provinces of Nova Scotia, New Brunswick, and Manitoba.
- Participates in the development of an Interprovincial Computerized Examination Management System (ICEMS) which is a database for Interprovincial examinations and statistics. This initiative is a partnership with all provinces/territories in Canada and the Government of Canada, and will be implemented in October 2002.
- Provides awareness and information sessions for faculty and students at the Nova Scotia Community College, University College of Cape Breton, and private career colleges.
- Participates in initiatives at the Atlantic Provinces level, including provision for mobility of apprentices and holders of certification, and development of common standards, curriculum, and progress record books.
- Reformats apprenticeship training for Internet delivery. To take advantage of the most current communications technologies, a "Virtual Campus" has been established to provide apprentices access to technical training through the Internet. Currently twelve (12) programs are being delivered and several others are in development.
- Manages standards development and renewal in 30 apprenticeship programs. The Apprenticeship Training Division, the Nova Scotia Community College, the University College of Cape Breton, the Virtual Campus, and a joint initiative with the four Atlantic Provinces, makes curriculum renewal possible.
- Develops and maintains approximately 113 apprenticeship progress and certification examinations.
- Provides workshops in examination item development to training providers.
- Participates in the Interprovincial Standards Red Seal Program. This is an industry-driven certification standards program recognized by all provinces and territories in Canada. It is administered by the Canadian Council of Directors of Apprenticeship.
- Develops and implements an accreditation process and procedures.

Statistical Data

New Registrations

NOTE: All data presented is for the 2001/2002 reporting year unless otherwise stated.

In 2001 – 2002, 1126 new apprentices and improvers were registered of which 1068 were male and 58 were female. Registrations in the Automotive Service Technician and Construction Electrician occupations accounted for 28.3% of all new registrations.

NEW REGISTRATIONS 2001-2002				
Trade	**Actual**	**%**	**Male**	**Female**
Automotive Service Technician	145	12.9%	141	4
Automotive Service Technician (Service Station Mechanic)	19	1.7%	19	0
Boilermaker	11	1.0%	10	1
Carpenter	129	11.5%	127	2
Construction Electrician	154	13.7%	153	1
Cook	83	7.4%	48	35
Gas Fitter	15	1.3%	15	0
Heavy Duty Equipment Mechanic	11	1.0%	11	0
Industrial Electrician	50	4.4%	48	2
Industrial Mechanic (Millwright)	76	6.7%	75	1
Ironworker (Generalist)	14	1.2%	14	0
Machinist	27	2.4%	25	2
Oil Burner Mechanic	21	1.9%	21	0
Plumber	79	7.0%	74	5
Power Engineer	48	4.3%	48	0
Powerline Technician	21	1.9%	21	0
Refrigeration and Air Conditioning Mechanic	27	2.4%	27	0
Sheet Metal Worker	15	1.3%	15	0
Sprinkler System Installer	25	2.2%	25	0
Steamfitter-Pipefitter	31	2.8%	28	3
Truck and Transport Mechanic	53	4.7%	53	0
Welder	28	2.5%	26	2
All Other Trades	44	3.9%	44	0
TOTAL	**1126**	**100%**	**1068**	**58**

New Registrations - Average Age

The average age of the 1126 apprentices and improvers who registered last year is 30 years. Of this number the average age for apprentices is 27.5 years and 40 years for improvers.

APPRENTICES	AVG. AGE	OCCUPATION	IMPROVERS	AVG. AGE	TOTAL	AVG. AGE
129	26	Automotive Service Technician	16	34.8	145	26.9
3	30.7	Automotive Service Technician (Front End and Brakes)	N/A	N/A	3	30.7
10	26.8	Automotive Service Technician (Service Station Mechanic)	9	42.2	19	34.1
11	25.8	Boilermaker	N/A	N/A	11	25.8
6	31.8	Bricklayer	1	39	7	32.9
105	27.1	Carpenter	24	37.6	129	29.1
128	26.8	Construction Electrician	26	42	154	29.4
60	27	Cook	23	37.7	83	30
3	24	Farm Equipment Mechanic	1	33	4	26.3
15	32	Gas Fitter	N/A	N/A	15	32
7	26.1	Heavy Duty Equipment Mechanic	4	29.8	11	27.5
40	28.2	Industrial Electrician	10	40.3	50	30.6
3	25.3	Industrial Instrument Mechanic	6	34	9	31.1
33	30.3	Industrial Mechanic (Millwright)	43	44.3	76	38.2
14	27.4	Ironworker (Generalist)	N/A	N/A	14	27.4
26	24	Machinist	1	40	27	24.6
6	24.2	Metal Fabricator (Fitter)	1	46	7	27.3
9	23.1	Motor Vehicle Body Repairer (Metal and Paint)	N/A	N/A	9	23.1
17	29.2	Oil Burner Mechanic	4	34.5	21	30.2
70	27.7	Plumber	9	43.2	79	29.5
36	36	Power Engineer	12	38.3	48	36.5
21	28.6	Powerline Technician (Lineman)	N/A	N/A	21	28.6
27	29.1	Refrigeration and Air Conditioning Mechanic	N/A	N/A	27	29.1
3	37	Refrigeration Plant Operator - Stationary Engineer	2	32	5	35
10	27.4	Sheet Metal Worker	5	52.2	15	35.7
24	25.1	Sprinkler System Installer	1	25	25	25.1
28	27.1	Steamfitter-Pipefitter	3	39.7	31	28.4
38	27.2	Truck and Transport Mechanic	15	42.6	53	31.5
21	27.1	Welder	7	34.3	28	28.9
903	**27.5**		**223**	**40**	**1126**	**30**

Education / Training History of New Apprentices

The Apprenticeship Training Division concluded an analysis of the education/training history of the 1126 apprentices and improvers who registered to the Apprenticeship Program in the period April 1, 2001 to March 31, 2002. The table below provides a synopsis of the 899 new registrants to the Apprenticeship Program who engaged in related post-secondary and vocational training.

EDUCATION/TRAINING HISTORY OF NEW APPRENTICES Registered from April 1, 2001—March 31, 2002		
Nova Scotia Community College (NSCC)		
Campus Not Specified	59	
Akerley Campus	134	
Annapolis Campus	15	
Burridge Campus	18	
Cumberland Campus	6	
Halifax Campus	25	
Hants Campus	5	
Institute of Technology Campus	100	
Kingstec Campus	68	
Lunenburg Campus	32	
Marconi Campus	69	
Nautical Institute	4	
Pictou Campus	49	
Shelburne Campus	4	
Strait Area Campus	72	
Sydney Campus	10	
Truro Campus	3	
Sub-total NSCC	**673**	**673**
Memorial Composite High School	22	
Nova Scotia Agricultural College	1	
Private Career Colleges	15	
UCCB - Sydney	39	
Universities	68	
Vocational Schools - not specified	42	
Sub-total from Nova Scotia Training Facilities	**187**	**187**
Community College - Alberta - All Campuses	5	
Community College - British Columbia - All Campuses	3	

Community College - Newfoundland - All Campuses	7	
Community College - New Brunswick - All Campuses	17	
Community College - Ontario - All Campuses	3	
Holland College/Culinary Institute	4	
Sub-Total from Out-of-Province Training Facilities	**39**	**39**
Grand Total of Graduates from post-secondary programs		**899**
Number of New Registrations April 1, 2000 - March 31, 2001		**1126**
Percentage of new registrations from post-secondary programs		**79.8%**

Cancellations

296 apprentices were cancelled from the Apprenticeship Program for various reasons.

REASON FOR CANCELLATION	NUMBER	PERCENTAGE
Unable to Locate	74	24.9%
Insufficient Theory Progress	48	16.2%
Not Trade Employed	48	16.2%
Left the Province	30	10.1%
At own request	22	7.4%
Transfer of Apprenticeship	22	7.4%
Employer Termination of Agreement	21	7.1%
Other	31	10.7%
TOTAL	**296**	**100%**

Reinstatements

13 cancelled apprentices were reactivated to the Apprenticeship Program.

Completions (Graduates) of the Program

A total of 341 apprentices graduated from the Apprenticeship Program, of which 332 were male and 9 were female.

COMPLETIONS (GRADUATES) OF THE PROGRAM			
Occupation	**Graduates**	**Male**	**Female**
Automotive Service Technician	72	72	0
Automotive Service Technician (Service Station Mechanic)	3	3	0
Boilermaker	8	8	0
Carpenter	3	3	0
Construction Electrician	40	40	0
Cook	21	12	9
Farm Equipment Mechanic	2	2	0
Gas Fitter	9	9	0
Heavy Duty Equipment Mechanic	1	1	0
Industrial Electrician	4	4	0
Industrial Instrument Mechanic	12	12	0
Industrial Mechanic (Millwright)	52	52	0
Ironworker (Generalist)	6	6	0
Machinist	10	10	0
Motor Vehicle Body Repairer (Metal and Paint)	10	10	0
Oil Burner Mechanic	15	15	0
Plumber	15	15	0
Refrigeration & Air Conditioning Mechanic	14	14	0
Sheet Metal Worker	2	2	0
Sprinkler System Installer	1	1	0
Steamfitter-Pipefitter	15	15	0
Truck and Transport Mechanic	19	19	0
Welder Level "A"	3	3	0
Welder Level "B"	1	1	0
Welder Level "C"	3	3	0
TOTAL	**341**	**332**	**9**

Technical Training

1244 apprentices attended technical training at the Nova Scotia Community College and the University College of Cape Breton. In addition, 572 apprentices registered for technical training on the Internet through the Virtual Campus and 46 apprentices accessed training through their labour organization. The additional 132 clients who accessed training in 2001 – 2002 represents a 7.8% increase over 2000-2001.

TECHNICAL TRAINING					
Facility	**1998-1999**	**1999-2000**	**2000-2001**	**2001-2002**	**Change from Previous Year**
UCCB	214	268	311	286	-25
NSCC	990	955	912	912	no change
UA Plumbers & Pipefitters				46	N/A
Virtual Campus (NSCC)	179	305	461	572	+111
TOTAL	**1383**	**1528**	**1684**	**1816**	**+132**

Active Apprentices at Year End

On March 31, 2002, 4586 apprentices actively participated in the Apprenticeship Program. Of these, 231 were female and 4355 were male. This represents an increase of 516 active apprentices or 13% over 2000 – 2001 figures.

ACTIVE APPRENTICES AT YEAR END					
	1998-1999	**1999-2000**	**2000-2001**	**2001-2002**	**Change from Previous Year**
Male	3371	3594	3872	4355	+483
Female	197	212	198	231	+33
TOTAL	**3568**	**3806**	**4070**	**4586**	**+516**

Summary Totals of Active Apprentices

OCCUPATION	TOTAL	# MALE	%	# FEMALE	%
Automotive Service Technician	593	588	99	5	1
Automotive Service Technician - Front End and Brakes	17	17	100	0	0
Automotive Service Technician -Service Station Mechanic	32	32	100	0	0
Boilermaker	51	49	96	2	4
Bricklayer	38	38	100	0	0
Carpenter	502	488	97	14	3
Construction Electrician	728	720	99	8	1
Cook	359	203	57	156	43
Farm Equipment Mechanic	10	10	100	0	0
Gas Fitter	19	19	100	0	0
Heavy Duty Equipment Mechanic	64	64	100	0	0
Industrial Electrician	159	145	91	14	9
Industrial Instrument Mechanic	25	24	96	1	4
Industrial Mechanic (Millwright)	221	220	100	1	0
Ironworker (Generalist)	57	56	98	1	2
Machinist	145	143	99	2	1
Marine Fitter	2	2	100	0	0
Metal Fabricator (Fitter)	30	29	97	1	3
Motor Vehicle Repairer (Metal and Paint)	46	46	100	0	0
Oil Burner Mechanic	134	133	99	1	1
Plumber	339	330	97	9	3
Powerline Technician	50	49	98	1	2
Refrigeration and Air Conditioning Mechanic	98	96	98	2	2
Refrigeration Plant Operator - Power Engineer	38	38	100	0	0
Sheet Metal Worker	97	97	100	0	0
Sprinkler System Installer	50	50	100	0	0
Power Engineer	208	205	99	3	1
Steamfitter-Pipefitter	157	149	95	8	5
Truck and Transport Mechanic	221	221	100	0	0
Welder	96	94	98	2	2
TOTAL	**4586**	**4355**	**95%**	**231**	**5%**

Section 19 (Trade Qualifiers) Applications

Section 19 of the General Regulations under *the Apprenticeship and Trades Qualifications Act* provides the opportunity for long-time trade practitioners to receive certification if they meet defined criteria:

- employed in the trade for the period set out in the Trade Regulations;
- recommended for a Certificate of Qualification by two persons who are competent in the trade and who have vouched for the candidate's skills and experience;
- competent in the skills of the trade, as determined by the Director;
- write and pass the certification examination.

During the fiscal year 2001 – 2002, 396 trade qualifiers applied under Section 19 of the General Regulations to write certification examinations. Review Committees assessed 350 files (83 from previous year); 305 were approved, 45 were denied, and 129 applications are pending. It is estimated that each application requires 4 person days to process.

SECTION 19 (TRADE QUALIFIERS) APPLICATIONS					
Applications	**1998-1999**	**1999-2000**	**2000-2001**	**2001-2002**	**Change from Previous Year**
Reviewed	502	341	477	350	-127
Approved	412	297	422	305	-117
Denied	90	44	55	45	-10

Trade Qualifiers

A total of 235 trade qualifiers received certification under Section 19 of the General Regulations.

TRADE QUALIFIERS			
Occupation	**Trade Qualifiers**	**Male**	**Female**
Appliance Service Technician	1	1	0
Automotive Service Technician	9	9	0
Automotive Service Technician (Service Station Mechanic)	15	15	0
Baker	2	2	0
Bricklayer	2	2	0
Cabinet Maker	2	2	0
Carpenter	17	16	1
Construction Electrician	4	4	0
Cook	7	6	1
Gas Fitter Tech I	17	17	0
Gas Fitter Tech II	32	32	0
Gas Fitter Tech III	21	21	0
Heavy Duty Equipment Mechanic	4	4	0
Industrial Electrician	3	3	0
Industrial Instrument Mechanic	1	1	0
Industrial Mechanic (Millwright)	22	22	0
Insulator (Heat and Frost)	1	1	0
Metal Fabricator (Fitter)	1	1	0
Mobile Crane Operator	7	7	0
Motor Vehicle Body Repairer (Metal and Paint)	2	2	0
Motorcycle Mechanic	5	5	0
Oil Burner Mechanic	3	3	0
Painter and Decorator	1	1	0
Partsperson	1	1	0
Sheet Metal Worker	1	1	0
Steamfitter-Pipefitter	34	34	0
Tool and Die Maker	1	1	0
Truck and Transport Mechanic	11	11	0
Welder Level "A"	4	4	0
Welder Level "B"	2	2	0
Welder Level "C"	2	2	0
TOTAL	**235**	**233**	**2**

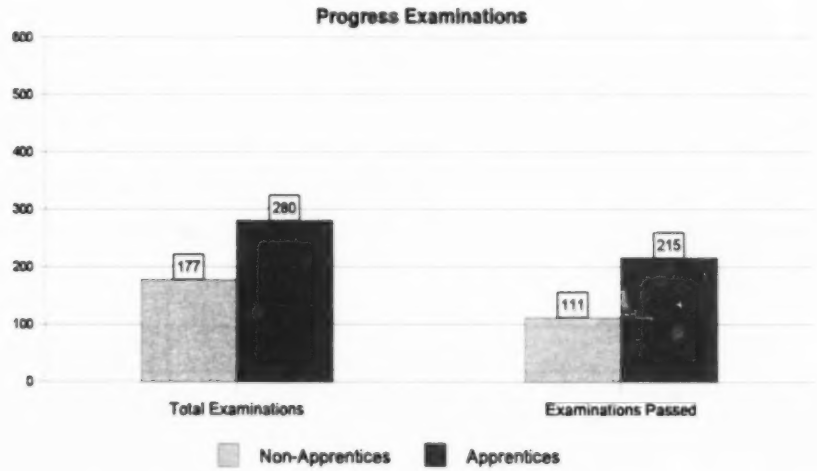
Examinations Written

During 2001 – 2002, a total of 1373 clients wrote various apprenticeship progress and certification examinations. Of that total, 457 clients wrote progress examinations, 849 apprentices and trade qualifiers wrote certification examinations, and 67 practical examinations were administered in the Gas Fitter occupation.

EXAMINATIONS WRITTEN					
Examinations	**1998/1999**	**1999/2000**	**2000/2001**	**2001/2002**	**Change from Previous Year**
Progress Examinations	974	1009	660	457	-203
Certification Examinations	1046	929	1076	849	-227
Practical Examinations	--	37	135	67	-68
TOTAL	**2020**	**1975**	**1870**	**1373**	**-497**

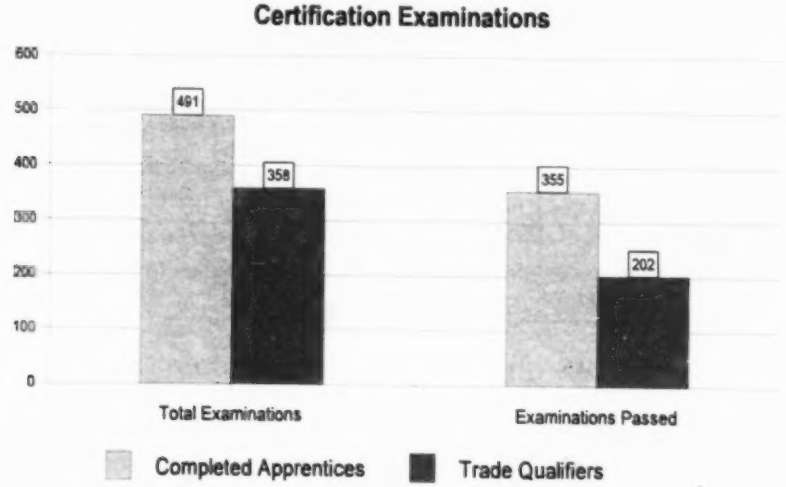
Progress Examinations

A total of 457 progress examinations were written during 2001 – 2002. Apprentices wrote 280 examinations with a pass rate of 77% (215 passed). Non-apprentices, including pre-employment and placement candidates (challenge examinations to determine placement of candidates in the Apprenticeship Program), wrote 177 examinations with a pass rate of 63% (111 passed).



Certification Examinations

A total of 849 clients wrote certification examinations during 2001 – 2002. Completed apprentices wrote 491 examinations with a pass rate of 72% (355 passed). Trade qualifiers wrote 358 examinations with a pass rate of 56% (202 passed). The success rate for trade qualifiers increases proportionately to the amount of skills upgrade training they receive.



Certificates of Qualification Issued

Certificates of Qualification are issued to apprentices who have successfully completed an apprenticeship program and to trade qualifiers who have met all the requirements of a trade and have passed the certification examinations.

In 2001 – 2002, 641 Certificates of Qualification (CQs) were issued, representing a decrease of 146 from 2000 – 2001. Of these, 341 (53%) were issued to completed apprentices, and 275 (43%) were issued to trade qualifiers. The remaining 25 (4%) certificates were issued to Certificate of Qualification holders from other jurisdictions who qualified for Nova Scotia certification.

CERTIFICATES OF QUALIFICATION ISSUED					
Certificates Issued	**Fiscal Year 1998/1999**	**Fiscal Year 1999/2000**	**Fiscal Year 2000/2001**	**Fiscal Year 2001/2002**	**Change from Previous Year**
Completed Apprentices	319	288	408	341	-67
Trade Qualifiers	308	313	333	275	-58
Certificate Holders from Other Jurisdictions	89	59	44	25	-19
TOTAL	**716**	**660**	**787**	**641**	**-146**

Since 1937, a total of approximately 52,000 Certificates of Qualification have been issued in the Province of Nova Scotia.

Interprovincial Red Seals Issued

The Interprovincial Standards (Red Seal) Program was established to provide greater worker mobility across Canada. It allows qualified tradespersons to practice their trades in any province or territory of Canada where the trade is designated without having to write further examinations. A total of 599 Interprovincial Red Seals were issued to qualifying candidates during the calendar year 2001. Of this number, completed apprentices received 408 Red Seals and trade qualifiers received 191. This represents a decrease of .02% from the previous year's figure (614).

INTERPROVINCIAL RED SEALS ISSUED					
Red Seals Issued *	**Calendar Year 1998**	**Calendar Year 1999**	**Calendar Year 2000**	**Calendar Year 2001**	**Change from Previous Year**
Completed Apprentices	272	352	404	408	+ 4
Trade Qualifiers	219	219	210	191	-11
TOTAL	**491**	**571**	**614**	**599**	**-15**

* **Red Seal Statistics as reported by Statistics Canada are based on the calendar year, January to December. This accounts for variances between this table and the previous table.**

Partnerships and Stakeholders

The Apprenticeship Training Division actively pursues partnerships that lead to improvements in the Apprenticeship Program, provide enhanced benefits to the Nova Scotia economy, and engage more Nova Scotians in employment opportunities.

Atlantic Apprenticeship Council (AAC)

The Atlantic Apprenticeship Council consists of the Directors of Apprenticeship and Apprenticeship Board Chairs in the Atlantic Provinces. The Council meets quarterly to examine opportunities for cooperation and to develop strategies and work plans to use existing resources to achieve common goals. These efforts have resulted in the identification of common training standards that allow for consistent training practices that provide mobility opportunities for apprentices and journeypersons. This cooperative arrangement reduces development costs for each province and optimizes the use of available resources.

Canadian Council of Directors of Apprenticeship (CCDA)

The CCDA is vested with its authority by the Forum of Labour Market Ministers with responsibilities for Labour Market matters. It is responsible for the administration of the Interprovincial Standards (Red Seal) Program. The mandate of the CCDA is to encourage the standardization of provincial/territorial training and certification programs and to provide greater mobility across Canada for skilled workers. Nova Scotia fully participates in the CCDA and the representative from Nova Scotia chairs the Products Committee, one of the CCDA's three standing committees. This Committee is responsible for administering the process for the development of occupational analyses, training standards, interprovincial examinations and translation. It is also responsible for the activities of the Interprovincial Standards Examination Committee (ISEC) and provides the liaison mechanism between the CCDA and ISEC.

Interprovincial Standards and Examination Committee (ISEC)

Nova Scotia is an active member of the Interprovincial Standards and Examination Committee (ISEC). This working group is responsible for development, validation and revision of National Occupational Analyses (NOA's), training standards, interprovincial examinations and examination item banks under the guidance and direction of the Canadian Council of Directors of Apprenticeship (CCDA) Products Committee.

The Apprenticeship Training Division made a commitment to host two Interprovincial Examinations, Construction Electrician and Refrigeration and Air Conditioning Mechanic.

Various validation sessions comprised of industry representatives were held in the following areas:

1. National Occupational Analyses (NOA's)
   Bricklayer, Cabinet Maker, Farm Equipment Mechanic, Industrial Instrument Mechanic, Insulator (Heat & Frost), Painter and Decorator, Recreation Vehicle Mechanic

2. Interprovincial Examinations
   Automotive Painter, Boilermaker, Bricklayer, Cook, Heavy Duty Equipment Mechanic, Oil Burner Mechanic, Powerline Technician, Welder

3. Table of Specifications (TOS) Examination Plan
   Cabinet Maker, Farm Equipment Mechanic, Painter and Decorator, Recreation Vehicle Mechanic, Truck and Transport Mechanic

4. National Common Core Curriculum Standard and Record Log Book
   Carpenter

The commitment to interprovincial standards requires the allocation of resources from the Apprenticeship Training Division and the reliance on Nova Scotia businesses and labour to voluntarily assist in the various validation exercises.

Joint Registration Agreements

In 2001 – 2002, the Apprenticeship Training Division continued its initiatives with industry organizations to develop better mechanisms leading to improved training and employment opportunities. It is a goal of the Apprenticeship Training Division to involve more employers and organizations in the Nova Scotia Apprenticeship Program. One way of facilitating involvement is to engage organizations in Joint Registration Agreements, in which the organization enters into an agreement with the Department of Education to register apprentices to the organization.

Provincial Apprenticeship Board

The Provincial Apprenticeship Board (PAB) is responsible for providing advice to the Minister of Education on matters concerning apprenticeship and is considered to be a fundamental link between government, business and industry. Specifically, it is responsible for recommending the designation of new trades/occupations in Nova Scotia and plays a key role in promoting and educating the public about apprenticeship.

2001 – 2002 was an active year for the Board. In addition to carrying out its functions as prescribed by the Act, the Board's request to carry out a review of the Apprenticeship and Trades Qualifications Act was granted in June and work began shortly thereafter. A group of 19 industry representatives were assembled in September 2001 to assist in the review process and by mid March 2002, a discussion paper on Apprenticeship was released. Public consultations planned for April 2002 and a written submission deadline of April 30 will be followed by recommendations leading to a revision of legislation expected in the Fall of 2002.

A second significant role for the Board in 2001 – 2002 was lead in the planning of the inaugural Apprentice Recognition Event scheduled for April 27, 2002. The event is a celebration of apprentices (from Northeastern and Cape Breton regions) completing their Apprenticeship Program in the calendar year of 2001. The April 27 event, taking place at UCCB, is a cooperative effort planned and organized by representatives from the Department of Education, Nova Scotia Community College and the University College of Cape Breton. A second event for the remaining program graduates is planned for Halifax in September/October 2002.

Initiatives

Accreditation

The Apprenticeship Training Division has developed an accreditation policy, guidelines and procedures, and a two-phase process to accredit training providers.

Apprenticeship training accreditation is a process by which the Apprenticeship Training Division evaluates and recognizes a training program as meeting pre-determined standards. Accreditation of apprenticeship programs is a form of voluntary compliance and is initiated by the training provider who makes formal application to the Apprenticeship Training Division.

The main purpose of accreditation is to assure apprentices, practitioners, employers, and the general public that a training program and its graduates meet a recognized standard. All training leading to certification in occupations designated under the *Nova Scotia Apprenticeship and Trades Qualifications Act* is eligible for accreditation. Apprentices who successfully complete accredited training programs may receive automatic recognition towards their Apprenticeship Program.

A national system of accreditation exists at the journeyperson level through the Interprovincial Standards (Red Seal) Program of the Canadian Council of Directors of Apprenticeship and is confirmed by a Red Seal endorsement.

Accreditation is a step towards fostering uniformity of training, examination and certification.

Prior Learning Assessment and Recognition

Until the Accreditation process is fully implemented, a system of Prior Learning Assessment and Recognition (PLAR) on a program scale is in place. The Apprenticeship Training Division has been working with training providers to improve alignment of programs in the trades. The Nova Scotia Community College, University College of Cape Breton, Springhill Institution, the Dockyard and various branches of the Military have been working with the Division to ensure that graduates will have a smooth transition to apprenticeship training and gain credit for learning and experience.

The Apprenticeship Training Division has recently begun to look at Technology programs for the purpose of identifying both credit toward apprenticeship and advanced standing on entry to technology programs to Journeypersons.

The Apprenticeship Training Division has been actively seeking partners in the evaluation of foreign credentials to assist immigrants to receive recognition for their qualifications and their prior learning abroad. Work with the Metropolitan Immigrant Settlement Association (MISA) to assist in job search skills for immigrant workers with trades backgrounds has begun.

Alternate Delivery of Apprenticeship Training

The mission of the Apprenticeship Training Division is to provide quality, accessible apprenticeship training that meets the needs of Nova Scotia's businesses and contributes to the development of a skilled workforce that supports the Nova Scotia economy. The Apprenticeship Training Division has developed and implemented strategies to ensure training is of the highest quality and is accessible to all Nova Scotians. Beginning in 1998, apprenticeship training was re-purposed in a

more portable format to allow for flexibility in its delivery. The Division partnered with training providers to provide alternate approaches to technical training. These options include part-time training through extension and customized programs and distance delivery via the Internet through the Virtual Campus of the Nova Scotia Community College.

To date, this has been a very successful approach to the delivery of apprenticeship technical training. Apprentices now have options that were not available in the past. Many apprentices select a blended approach to training in which they access some of their courses through in-class training and some through the Internet. These options are also available to journeypersons and trade qualifiers who want to upgrade and/or enhance their technical knowledge and skills.

Training Standards

In response to industry requests, apprenticeship training programs have been redesigned to provide more flexibility and accessibility to accommodate the needs of employers and apprentices. Most apprenticeship training programs are now offered in a course-based format that is easily adaptable to delivery in the classroom or through the Internet. Course-ending examinations will conform to interprovincial standards and will provide more intensive assessment mechanisms to prepare apprentices for their certification examinations. The industry developed occupational analyses are the base documents used in the development and renewal of apprenticeship training standards.

- The development, review and validation of all apprenticeship training standards was undertaken for existing and new apprenticeship occupations in Nova Scotia.
- A joint Atlantic Provinces initiative in the development and review of common training standards creates cost efficiencies, optimizes the use of resources and promotes mobility for clients.
- Through contracts with the Nova Scotia Community College and the University College of Cape Breton, curriculum is being adjusted and learning materials are being developed to reflect the outcomes of the Atlantic Provinces common curriculum standards initiatives.
- A move to course-based training provides clients and employers more access and more choices in training (ie, Internet, part-time studies) and provides greater accessibility for improvers and trade qualifiers to receive specific training or upgrading.

All training standards are intended to be reviewed and updated regularly to reflect current and relevant skills within industry. Apprenticeship stakeholders participate in the review and updating of all training standards. Work has been completed in 22 programs and these have been validated through Nova Scotia Industry. The review process began in 2002 to ensure that standards remain current and relevant.

Standards Development and Validation

Nova Scotia has 53 designated trades, of which 44 carry interprovincial Red Seal status. This means that each of these 44 trades has gained a common acceptance across Canada and a list of commonly accepted skills have been identified within these trades. This identification is very clearly defined in a National Occupational Analysis for each Red Seal Trade.

In the development and renewal of apprenticeship training standards and examinations, the National Occupational Analysis is the base document for the definition of program outcomes and skills requirements. During the year, curriculum development/renewal continued in 30 apprenticeship programs. See table on next page.

TRADE	INITIATIVE / DISTRIBUTION DATE	CURRICULUM DEVELOPMENT	VALIDATION COMPLETE
Automotive Service Technician	Atlantic - June 30/00	✔	✔
Bricklayer	Atlantic - Mar 31/01	In Progress	
Cabinetmaker	Atlantic - Aug 31/01	✔	✔
Carpenter	National - Dec 31/99	✔	✔
	Atlantic - Dec 31/00	✔	✔
Construction Electrician	Atlantic - June 30/00	✔	✔
Cook	Atlantic - Oct 31/99	✔	✔
Gas Fitter (Level 3)	Provincial - June 30/00	✔	✔
Gas Fitter (Level 2)	Provincial - Sept 30/00	✔	✔
Gas Fitter (Level 1)	Provincial - Oct 31/00	✔	✔
Heavy Duty Equipment Mechanic	Atlantic - June 30/00	✔	✔
Industrial Electrician	Atlantic - June 30/00	✔	✔
Industrial Instrumentation	Atlantic - Mar 31/01	✔	✔
Industrial Mechanic (Millwright)	Atlantic - Aug 31/00	✔	✔
Ironworker (Generalist)	Atlantic - Mar 31/01	✔	✔
Machinist	Atlantic - Sept 30/00	✔	✔
Motor Vehicle Body Repairer	Atlantic - Mar 31/00	✔	✔
Oil Burner Mechanic	Atlantic - Oct 31/00	✔	✔
Painter and Decorator	Atlantic - Feb 28/01	✔	✔
Plumber	Atlantic - June 30/00	✔	✔
Powerline Technician	Provincial - Jan 30/01	✔	✔
Refrigeration & Air Conditioning	Atlantic - Mar 31/01	✔	✔
Refrigeration Plant Operator	Provincial - May 31/98	✔	✔
Power Engineer 4th Class	Provincial - May 31/98	✔	✔
Power Engineer 3rd Class	Provincial - Nov 30/98	✔	✔
Power Engineer 2nd Class	Provincial - Sept 30/00	✔	✔
Sheet Metal Worker	Atlantic - Mar 31/01	✔	✔
Steamfitter-Pipefitter	Atlantic - Sept 30/00	✔	✔
Steel Fabricator (Fitter)	Atlantic - Sept 30/00	✔	✔
Truck and Transport Mechanic	Atlantic - June 30/00	✔	✔
Welder	Atlantic - Sept 30/00	✔	✔

Enforcement

The Nova Scotia Department of Education, Apprenticeship Training Division, continues to cultivate partnerships with Nova Scotia business, labour and other agencies within government to assist with the certification process and to ensure compliance with the *Apprenticeship and Trades Qualifications Act and General Regulations.* During the past year, the Enforcement Section of the Division has successfully applied a comprehensive compliance audit process with seven new school construction projects throughout Nova Scotia. The Enforcement Section conducted the audits with the full cooperation of the Department of Transportation and Public Works, Specialized Support Services Section and the two prominent Design Build Contractors responsible for the projects.

Complaint investigation and processing continue to be major activities for the Enforcement Section. The philosophy of assisting employers and employees to comply with the legislation is proving an effective method of enforcement. Encouraging voluntary compliance, information sharing, monitoring and educational awareness is high on the Enforcement agenda. In keeping with the Apprenticeship Training Division's commitment to educational awareness, the Enforcement and Client Services Sections provided joint presentations to Nova Scotia Community College students in pre-employment trades programs. This is the first time the Enforcement Section has participated in such presentations and hopes to make them an annual occurrence.

Enforcement Officers receive and address many inquiries from industry and the general public. Most inquiries are addressed by providing an educational information package prepared for this purpose.

Since the implementation of the Apprenticeship Certification Information System (ACIS) in the Fall of 1999, Enforcement, in partnership with Support Services staff, has used the system as an effective enabling tool. The ability of ACIS to produce statistical reports helps Enforcement to identify trades practitioners who may be delinquent in the renewal of their compulsory Certificates of Qualification. The cooperation between Enforcement and Support Services staff has assisted in providing information updates on the database. Reports generated by ACIS provide a basis for developing proactive plans. For example, a comparative study of the numbers of practitioners involved in each of the compulsory certified trades gives an indication, on a percentage basis, of how time and resources should be allocated.

The Enforcement Section is pleased to acknowledge the outstanding cooperation of the Apprenticeship Training Division's Industrial Training and Certification Officers with respect to resolving compliance issues. The team approach principle is alive and well at Apprenticeship and the positive interactions between Enforcement, Support Services and the Division's Training Officers is one of the most important contributing factors to successful outcomes when dealing with compliance issues.

Within the past year, Enforcement has either resolved all compliance issues identified to the satisfaction of the Division, or is currently addressing ongoing issues.

Other jurisdictions within Canada are expressing an active interest in the Province of Nova Scotia, Apprenticeship Training Division's approach to enforcement. This is a good indicator that Nova Scotia is on the right track.

Essential Skills Initiative

Essential skills can mean success or failure in most jobs and training programs. The Nova Scotia Department of Education, Human Resources Development Canada, Nova Scotia Community College and The National Literacy Secretariat have partnered to establish the Apprenticeship Essential Skills Initiative. In addition to the four partners, other stakeholders include apprentices, journeypersons, organised labour and employers.

Essential skills include -- reading text, document use, math, writing, oral communications, teamwork, problem solving, critical thinking, basic computer use, continuous learning and English as a second language. The essential skills initiative will integrate an informal assessment with the apprenticeship registration process. Early identification of the level of an apprentice's essential skills will determine if the apprentice has the skills necessary to be successful in training. If not, an individualised learning plan will identify the supports needed for success.

Three pilot projects are currently underway in the Industrial Mechanic (Millwright), Ironworkers and Painter/Decorator trades. Approximately 25 apprentices in the Industrial Mechanic (Millwright) trade participated in an initial learning plan interview and a trade-specific informal assessment. Half the group also completed the *Evaluating Academic Readiness for Apprenticeship Training* (EARAT)* assessment for the same trade. Feedback sessions were held with each apprentice and individualised learning plans have been developed to assist clients with their identified needs in essential skills. The learning plans are implemented at the work site with support from the employer. Ironworker apprentices participated in an interview process and a trade specific assessment tool. As a result, a math refresher course was delivered in conjunction with their apprenticeship training. Assessment tools for the Painter/Decorator trade are in development and will be piloted during the fall of 2002.

As the Apprenticeship Essential Skills Initiative is rolled out, each registered apprentice will be interviewed and assessed and, when appropriate, will receive an individualised learning plan. The learning plan will be specific to the essential skills needs of the apprentice and the specific essential skill requirements of the chosen trade. This will ensure each and every apprentice has the opportunity for success both on the job and in the classroom.

* EARAT is a diagnostic assessment process for apprentices and is a product of Workplace Support Services Branch, Ontario Ministry of Training, Colleges and Universities.

Record of Occupational Progress Books (Logbooks)

The Atlantic Apprenticeship Council (consisting of both the Atlantic Directors of Apprenticeship and Apprenticeship Board Chairs) has undertaken the development of common Record of Occupational Progress Books.

This joint initiative provides easier mobility for apprentices who travel within the Atlantic Provinces in their chosen occupations and ensures alignment with current training standards. The updated

Books track on-the-job hours and technical training, along with required practical skills. The industry developed occupational analysis is the base document for the definition of practical skills included in all Record of Occupational Progress Books.

To date, Record of Occupational Progress books have been printed and distributed in the following apprenticeship programs:

- Automotive Service Technician and AST (Service Station Mechanic)
- Carpenter
- Construction Electrician
- Heavy Duty Equipment Technician
- Industrial Electrician
- Industrial Mechanic (Millwright)
- Ironworker (Generalist)
- Machinist
- Oil Burner Mechanic
- Plumber
- Steamfitter-Pipefitter
- Truck and Transport Mechanic

By December 2002, Record of Occupational Progress books will be printed and distributed in the following apprenticeship programs:

- Cook
- Motor Vehicle Body Repairer (Metal and Paint)
- Heavy Duty Equipment Mechanic
- Painter and Decorator
- Powerline Technician

Validation of Examination Banks

A process has been developed for industry review and validation of examination banks for course ending examinations. The first pilot of the process took place in spring 2002. Four additional program examination banks are ready for validation which will be conducted in the fall and winter of 2002. Two others will be ready by December 2002 for validation in the Spring of 2003.

Public Relations Activities

A number of initiatives were undertaken to strengthen the profile of the Apprenticeship Program and increase public awareness of opportunities in skilled trades professions:

Building the Future, the Apprenticeship Calendar, including the Training and Examination Schedule were distributed to apprentices, their employers, trade unions, schools, and colleges within the province.

Promotional Events - The following is a partial list of public relations events in which the Apprenticeship Training Division participated:

- Westphal School, Presentation
- Skills Nova Scotia, Young Women's Conferences - Role and Mentor
- Automotive Service Technicians, Human Resource Council, Presentation
- Central Kings High School, Information Booth and Presentation
- Kings Central Trades & Technology Fair, Information Booth and Presentation

Apprenticeship/NSCC Joint Presentations to NSCC Students:

- Akerley Campus
- Cumberland Campus
- IT Campus
- Kingstec Campus
- Lunenburg Campus
- Marconi Campus
- Pictou Campus
- Shelburne Campus
- Strait Area Campus
- Yarmouth Campus

The Apprenticeship Training Division has been working closely with Membertou Band in Sydney, Nova Scotia to inform and encourage community members and employers on the reserve to access Apprenticeship training generally and during planned construction projects coming up on the Reserve in particular.

Many other promotional and public events were undertaken by staff over the course of the year.

Skills Canada – Nova Scotia

Skills Canada~Nova Scotia is a not-for-profit organization working with employers, educators, labour groups and governments to reposition trade and technology related careers as first choice career options for youth. They are associated nationally with Skills Canada and internationally with the World Skills Organization (formerly IVTO).

In the fifth year of operation, Skills programs have grown to include young women's conferences, equity programs, competitions, "Skills Work" magazine, and community presentations. Programs involve student participation with hands on interactive experiences related to trades & technologies. The competitions bring young Nova Scotians into a competitive spotlight in construction, manufacturing, transportation, information technology, and employability skills. Students and apprentices receive a great sense of pride and accomplishment from Skills programs as well as increased recognition from employers.

As a platinum sponsor, the Apprenticeship Training Division was a key in the success of Skills Nova Scotia. The Department of Education Apprenticeship Training Division provided support and guidance in putting together successful programs. As a result, many young apprentices and students are guided toward the professional opportunities available in the skilled trade and technology fields.

Each year the participation and awareness statistics grow which demonstrate the increasing success of the organization. Skills Canada~Nova Scotia looks forward to implementing new initiatives in partnership with sponsors like the Department of Education in the upcoming year.

Techsploration

Young women are learning hands-on, about trades, technical and technology related careers and realizing the escalating opportunities for employment in these fields by participating in this exciting program. Never in the history of Nova Scotia has there been the opportunity for such interesting and well paying jobs. By supporting Techsploration through financial and human resource contributions, the Apprenticeship Training Division is working to benefit both youth and industry. As the current workforce ages, the pool of new entrants is not expected to meet the needs of Canada's growing economy. Attracting more women and members of designated equity groups to train for work in all sectors of the economy has become a business imperative if Nova Scotia is to remain competitive in a global economy.

The Apprenticeship Training Division has worked in partnership with the Nova Scotia Community College, Women in Trades and Technology National Network, Strait Regional School Board, Halifax Regional School Board, and Waycobah Board of Education, to develop and deliver the Techsploration Program.

The overall goal of Techsploration is to increase the number of women working in trades, technical and technology-related occupations by assisting young women from diverse backgrounds to explore a wide range of career options in these fields.

Techploration was piloted in Nova Scotia in 1998 and delivered over the past four years. The Program's success with teams of young women from diverse cultural backgrounds and at different academic levels can be attributed to the following:

- Includes the participation of several industry partners who have identified the need to diversify the labour force and proactively respond to pending skills shortages
- Introduces young women to in-demand trades and technologies careers
- Demonstrates how education and career choices affect one's future
- Provides positive interactions between young women and female role models
- Stimulates discussion about trades and technology careers for young women in school, at home, and in the community
- Promotes apprenticeship in the public school system
- Introduces young women to basic skills through hands-on activities
- Acts as a catalyst for ongoing community partnerships between female role models, training providers, educators, school boards, first nation boards of education, businesses, unions, government, associations and community members.

Apprenticeship Training Division – Human Resources

The staffing complement of the Apprenticeship Training Division is 26 full-time equivalent positions as shown in the organizational chart on page 5. The Division is structured in four sections with distinct, yet interrelated responsibilities.

Support Services - responsible for providing administration and support to the Division including clerical, records management, financial and accounting, research and statistical information services.

Client Services - responsible for developing, maintaining, and administering examinations, registering apprenticeship agreements, providing advice and counselling to apprentices and employers, establishing training plans with clients, and monitoring work places to ensure skills are being acquired in the work environment. The Client Services section has adopted a client-centered approach to work cooperatively and collaboratively with Nova Scotia industry.

Enforcement - responsible to ensure industry and its workers are in compliance with the *Apprenticeship and Trades Qualifications Act* and its attendant regulations. Compliance with the Act is accomplished through a process of public education. Enforcement Officers work with employers and employees to achieve compliance.

Program Services - This section of the Apprenticeship Training Division is responsible for developing and implementing an accreditation/credit process, coordinating the development of curricula and examinations for each of Nova Scotia's apprenticeship programs, and liaising with industry to validate training materials. The section also links with apprenticeship partners in Atlantic Canada to harmonize training standards and outcomes. This is a key area where the Apprenticeship Training Division must allocate additional resources to ensure continued growth and efficiencies for the Apprenticeship Program.

Apprenticeship Training Division staff are located at the central office in Halifax and in regional offices in Sydney, Truro and Yarmouth. See list of employees on page 34.

Toll Free Telephone Line

The Apprenticeship Training Division has a toll free telephone number, 1-800-494-5651. This number can be accessed from anywhere within Nova Scotia.

Website

The Apprenticeship Training Division is on the World Wide Web. Visit our site at:
http://www.apprenticeship.ednet.ns.ca.

In addition, general inquiries can be made through our e-mail address at:
apprenticeship@gov.ns.ca.

List of Employees

June 1, 2002

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Frequently Asked Questions

What is Apprenticeship?

Apprenticeship is an agreement between an apprentice, an employer, and the Department of Education and Culture, Apprenticeship Training Division in which an apprentice agrees to work for an employer for a specific length of time in exchange for extensive, supervised on-the-job skills training (practical) and technical training (theory). This provides apprentices the opportunity to earn while they learn. The term of apprenticeship is usually three or four years. Successful completion of the program earns a Certificate of Qualification which recognizes the tradesperson as a skilled journeyperson.

Why is Apprenticeship important?

Apprenticeship is considered the most effective form of occupational training. It combines up-to-date technical training with practical hands on experience to provide apprentices with excellent employment opportunities to enhance the province's economy.

How do I become an apprentice?

To register as an apprentice, you must be employed in the occupation for a 90 day probationary period and then sign an agreement with your employer and the Nova Scotia government. This agreement outlines the terms of your apprenticeship and the responsibilities of the apprentice and employer.

What are apprentices paid?

Apprentices earn 40 to 90 percent of the current journeyperson wage rate. Wages increase as each stage of development is successfully completed. These wages are governed by Trade Regulations for each occupation.

What are the qualifications needed to become an apprentice?

To register as an apprentice in the province of Nova Scotia, you must have successfully completed grade 12 or the equivalent and have an employer who is willing to train you in accordance with the Apprenticeship Agreement.

What is a designated trade?

A designated trade is a trade/occupation regulated by the Nova Scotia *Apprenticeship and Trades Qualifications Act and General Regulations*. The Act provides for formal apprenticeship training and the issuing of Certificates of Qualification to those who earn journeyperson status.

How many trades are designated in Nova Scotia?

There are 53 designated trades in the Province of Nova Scotia. See Appendix 1, page 35. Current statistics show that there are 4586 apprentices actively participating in the Apprenticeship Program.

What is Compulsory Certification?

Trades are compulsory certified for reasons of personal and public safety, and for the protection of the environment. Those employed in a compulsory certified trade must hold a current Certificate of Qualification recognized by the Province of Nova Scotia, or a Certificate of Qualification from another jurisdiction with the Interprovincial Red Seal affixed, or be a registered apprentice, or a registered improver in the Province of Nova Scotia in order to work in the occupation.

What is the Interprovincial Standards Red Seal Program?

The "Red Seal" Program provides qualified tradespersons the opportunity to practice their trade in any province or territory of Canada where the trade is designated without having to write further examinations. It was established in 1958 to provide greater mobility across Canada for skilled workers. Certified journeypersons are able to obtain a "Red Seal" endorsement on the Certificate of Qualification by successfully completing an interprovincial examination.

Client Profile

The clients we serve are numerous and diverse. They include the following:

Apprentice - A person who is employed in a designated trade/occupation under an agreement with an employer and the Department of Education, Apprenticeship Training Division. The apprentice agrees to work for the employer in exchange for extensive, supervised, on-the-job experience and technical training. A Certificate of Apprenticeship and a Certificate of Qualification are awarded to the apprentice when the certification examination is successfully completed at the end of the training.

Improver - A person who is currently employed in an occupation and through prior learning requires less than the full term of apprenticeship to acquire certification.

Trade Qualifier - A non-apprentice who may be eligible to challenge the certification examination if they meet the criteria as stated in Section 19 of the General Regulations under the *Apprenticeship and Trades Qualifications Act*. These applicants must supply references from two certified journeypersons and have their applications approved through a committee.

Pre-Employment Graduate - A graduate from an approved post-secondary pre-employment program who wishes to register as an apprentice receives apprenticeship credit based on the successful completion of the pre-employment program.

Certificate of Qualification Holder - A tradesperson who currently holds a Certificate of Qualification in one of the 53 designated trades.

Employers - Business and industry partners who have entered into an agreement with an apprentice and the Province of Nova Scotia to provide on-the-job skills training (practical).

Organizations - The Apprenticeship Training Division works with a variety of organizations to develop apprenticeship training programs, skills upgrading programs, Trade Regulations, and examinations. These organizations include both organized labour and those working in a non-union environment.

Journeyperson - A person who has acquired the knowledge and skills in a trade, occupation or craft as attested to by a provincial or territorial authority.

Appendix 1

Trades Designated under the *Apprenticeship and Trades Qualification Act*, as of March 31, 2002

Check marks (✓) indicate that certification is compulsory.
* indicates a Red Seal Occupation.
Journeypersons with Red Seal certification can work across provincial borders without further examination.

Alarm and Security Technician
*Appliance Service Technician
*Automotive Painter
*Automotive Service Technician ✓
Automotive Service Technician - Service Station Mechanic ✓
*Baker
*Boilermaker
*Bricklayer ✓
*Cabinet Maker
*Carpenter
*Concrete Finisher
*Construction Electrician ✓
*Cook
*Electric Motor System Technician
*Electronics Technician - Consumer Products
*Farm Equipment Mechanic
*Floorcovering Installer
Gas Fitter
*Glazier
*Hairstylist
*Heavy Duty Equipment Technician
*Industrial Electrician
*Industrial Instrument Mechanic
*Industrial Mechanic (Millwright)
*Insulator (Heat and Frost)
*Ironworker (Generalist)
*Lather (Interior Systems Mechanic)
Locksmith
*Machinist
Marine Fitter
*Metal Fabricator (Fitter)
Mine Electrician
Mine Mechanic
*Mobile Crane Operator
*Motorcycle Mechanic
*Motor Vehicle Body Repairer - (Metal and Paint)
*Oil Burner Mechanic ✓
*Painter and Decorator
*Partsperson
*Plumber ✓
Power Engineer
*Powerline Technician
*Recreation Vehicle Service Technician
*Refrigeration and Air Conditioning Mechanic ✓
Restoration Stone Mason
*Roofer
*Sheet Metal Worker
*Sprinkler System Installer
*Steamfitter-Pipefitter
*Tool and Die Maker
*Truck-Trailer Repairer
*Truck and Transport Mechanic ✓
*Welder